NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

May 6, 2016
9:00 AM - 1:00 PM
Jim West Regional Transit District
Board Room

Below is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District's Board of Directors was called to order on the above date at 9:12 a.m.

ROLL CALL:

Ms. Trujillo called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Town of Edgewood	Absent	
City of Espanola		Councilor John Hernandez
Los Alamos County	Councilor Pete Sheehey	
Pueblo of Nambe	Lt. Governor Arnold Garcia	
Pueblo of Ohkay Owingeh	Christy Van Buren	
Pueblo of Pojoaque		Anna Sanchez
Rio Arriba County		Thomas Campos
Pueblo of Santa Clara	Mary Lou Valerio	
City of Santa Fe		Isaac Pino
Santa Fe County	Commissioner Miguel Chavez	
Pueblo de San Ildefonso	Absent	

Taos County	Absent	
Town of Taos	Mayor Dan Barrone	
Pueblo of Tesuque	Absent	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Jackie Trujillo, Executive Assistant
Mr. Troy Bingham, Finance Director
Ms. Daria Veprek, Human Resources Director
Ms. Stacey McGuire, Projects and Grants Manager
Mr. Pat Lopez, Financial Analyst

Others Present

Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Austin Fisher, Rio Grande Sun
Mr. Ray Matthews, Santa Fe County
Ms. Tessa Joe Mascarenas, Santa Fe County
Mr. Keith Wilson, Santa Fe Trails
Mr. Thomas Martinez, Santa Fe Trails
Ms. Bobbie Ferrell, Senator Tom Udall's Office
Mr. John Bulthuis, Santa Fe County
Mr. Philo Shelton, Los Alamos County

APPROVAL OF AGENDA:

Councilor Sheehey made a motion to approve the agenda as presented. Mary Lou Valerio seconded the motion and it passed by a roll call vote (9-0).

APPROVAL OF MINUTES – March 4, 2016

Commissioner Miguel Chavez made a motion to approve the minutes from April 8, 2016 as presented. Councilor Sheehey seconded the motion. Minutes approved unanimously, no roll call.

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

A. Recognition of Mr. Jon Bulthuis Service to the North Central Regional Transit

Daniel Barrone, Chairman and Anthony J. Mortillaro, Executive Director presented Mr. Bulthuis with a plaque acknowledging him for his service on the Board.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. Discussion and Consideration of NCRTD Board Attendance Report, April 2015 –March 2016

At the April Board meeting, staff was requested to re-review the Board attendance report. The staff did look at all of the minutes for the time period of April 2015 through March 2016 and discovered only one discrepancy in the prior report related to Santa Clara's attendance, which has been corrected in the revised report.

Mr. Pino made a motion to accept report as presented. Commissioner Mayor Barrone seconded the motion and it passed by unanimous voice vote (9-0).

C. Discussion and Consideration of Resolution No. 2016-14 Authorizing a Budget Amendment to Increase the FY2016 Budget for the 5304 Federal Funding for Planning, Member Contributions, Fund Balance for the Santa Fe Trails Consolidation Study and Resolution No. 2016-15 Authorizing the Use of Fund Balance for Capital Outlay

This budget amendment coincides with Board discussions at the March 2016 meeting authorizing a letter of intent regarding the exploration of the Santa Fe Trails Transit System Consolidation into the NCRTD to the Santa Fe City Council for approval. The City of Santa Fe approved that letter of intent at their April 13, 2016 Council meeting.

Commissioner Chavez made a motion to approve Resolution 2016-14 authorizing a budget amendment to increase NCRTD's budget by $150,000. Councilor Sheehey seconded the motion and it passed by unanimous voice vote (10-0).

Commissioner Chavez made a motion to approve Resolution 2016-15 approving the Use of Fund Balance. Ms. Van Buren seconded the motion and it passed by unanimous voice vote (10-0).

D. Public Hearing and Presentation and Discussion of the Draft FY2017 Budget

Annually a draft budget is prepared and initially submitted to the Finance Subcommittee and then forwarded to the Board with recommendations. A final budget is required to be adopted by the Board by June 30, 2016 and submitted to the Local Government Division of the Department of Finance and Administration, State of New Mexico.

At the Finance Subcommittee meeting on April 22, 2016, the Committee moved unanimously to recommend approval of the budget as presented. It is proposed that the Board discuss the draft FY2017 budget and provide direction to staff regarding the adoption of a preliminary budget. The final consideration of the FY2017 Budget is also scheduled for June 10, 2016 and following that hearing the Board would act on adoption of the Budget by resolution.

[No action was required on this item.]

E. Discussion and Consideration of Resolution No. 2016-16 Adopting a Preliminary Fiscal Year FY2017 Budget

Recommendation that the Board move to adopt Resolution No. 2016-16 adopting the Preliminary FY2017 Budget.

Mr. Campos made a motion that the Board move to adopt the preliminary FY2017 Budget. Lt. Governor Garcia seconded the motion and it passed by unanimous voice vote (9-0).

F. Discussion and Consideration of Resolution 2016-17 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2016 Section 5339(b) Bus Facilities Grant Program for the following project: a Maintenance Facility, Wash Bay, and Fueling Station

NCRTD Staff is seeking Board approval to apply for FFY2016 Section 5339(b) Bus Facilities grant program funding for a Maintenance Facility, Wash Bay, and Fueling Station project.

Mayor Barrone made a motion to adopt Resolution 2016-17 authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Section 5339(b) Bus Facilities Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (9-0).

G. Discussion and Consideration of Resolution No. 2016-18 Authorizing NCRTD Staff to apply for Federal funding through the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Conduct a Coordinated Human Service and Public Transportation Plan for the Four-County Service Area

NCRTD Staff is seeking Board approval to apply for FFY2016 Rides to Wellness Demonstration (R2W) and Innovative Coordinated Access and Mobility Grants program to conduct a coordinated human service and public transportation plan for the four-county service area. The purpose of this funding opportunity is to address challenges for the transportation disadvantaged in accessing health and wellness services.

Commissioner Chavez made a motion to adopt Resolution 2016-18 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program to conduct a coordinated human service and public transportation plan for the four-county service area. Councilor Sheehey seconded the motion and it passed by unanimous voice vote (9-0).

H. Discussion and Consideration of Resolution 2016-19 Requesting the Los Alamos County Council to Consider a Long Term Commitment for an Annual Contribution to the NCRTD

Resolution sponsored by Board Members Joseph Maestas and Charlie Dorame, asks that LAC continue its annual funding contribution to the District for FY 2017 and that future allocations continue beyond this time period. Furthermore, it requests that no further reductions be made to the annual amount of $350,000.

Mr. Maestas and Mr. Dorame were not in attendance at the Board meeting, therefore it was recommended the Agenda Item be tabled to June Board meeting.

Commissioner Chavez made a motion to table agenda item to next Board meeting. Mr. Campos seconded the motion and it passed by unanimous voice vote (9-0).

I. Discussion and Consideration of Investment of District Funds Summary

NCRTD established the short-term investments throughout various FDIC insured institutions in the District's service area. The investment portfolio has increased from $6,114,491 in the 2nd quarter to $6,581,492 in the 3rd quarter of FY2016. This increase was due to additional investments in two 6-month CD's at LANB. These CD now establish an investment structure that has at least one CD maturing every month.

Mr. Pino made a motion to accept the Quarterly Investment report. Ms. Valerio seconded the motion and it passed by unanimous voice vote (9-0).

DISCUSSION ITEMS:

J. Financial Report February 2016

The North Central Regional Transit District (NCRTD) is currently reporting nine months of financial activity. The expenses/revenues that should be reported for the period through March 31, 2016, which represents 75% of the budget.

[No action was required on this item.]

K. Finance Subcommittee Report:

The minutes from February 26, 2016 were presented in the Board packet for review.

[No action was required on this item.]

L. Tribal Subcommittee Report:

[None]

M. Executive Report and Comments from the Executive Director:

1) **Executive Report for April 2016**
2) **Performance Measures for March 2016**
3) **Ridership Report for March 2016**

Mr. Mortillaro mentioned that Rio Arriba County is holding a Health Fair and all are welcomed to attend. At 1:30pm the presentation of Gun Violence and Gun Locks bus wrap will occur; adding we offered to advertise the event on the outside of two of the NCRTD busses at no cost to the City of Espanola or the Rio Arriba County. Special guest will be Congressman Ben Ray Lujan, Senator Martin Heinrich, and State Representative Richard Martinez. Mr. Mortillaro encouraged Board if they have time to attend.

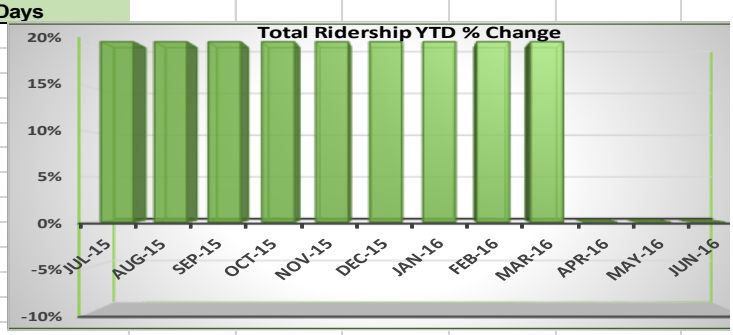
Mr. Mortillaro added that he has been re-elected as president of the New Mexico Transit Association, serving his second year in that position.

NCRTD Monthly Ridership Summary

March 1, 2016 through March 31, 2016

Calendar Operating Days

	This Year
Jul-15	22
Aug-15	21
Sep-15	21
Oct-15	22
Nov-15	18
Dec-15	21
Jan-16	20
Feb-16	21
Mar-16	23
Apr-16	
May-16	
Jun-16	



Monthly System Totals	This Year	Last Year	% Change	Year to Date Totals	This Year	Last Year	Difference	% Change
NCRTD Operated	24,675	14,578	**69.26%**		201,298	142,803	58,495	**40.96%**
NCRTD Funded	16,155	28,586	**-43.49%**		195,834	238,815	-42,981	**-18.00%**
All Systems Funded Total	40,830	43,164	**-5.41%**		397,132	381,618	15,514	**4.07%**

System Daily Averages

	This Year	Last Year	% Change
NCRTD Operated	1073	470	**128.30%**
NCRTD Funded	702	1,243	**-43.52%**
Systems Total	1775	1713	**3.62%**

Total Ridership YTD % Change

July-15	-0.83%
August-15	-8.27%
September-15	-1.48%
October-15	1.71%
November-15	3.97%
December-15	5.76%
January-16	6.17%

MATTERS FROM THE BOARD

There were none.

MISCELLANEOUS

There were none.

ADJOURN

The meeting was adjourned.

Commissioner Chavez made a motion to adjourn the meeting. Mr. Campos seconded the motion and it passed by unanimous voice vote (9-0).

NEXT BOARD MEETING: June 10, 2016 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.